

# Moving PSTs

# Moving PST Files

**.pst** stands for 'Personal Storage Table'

Most PST files were moved during mail migration

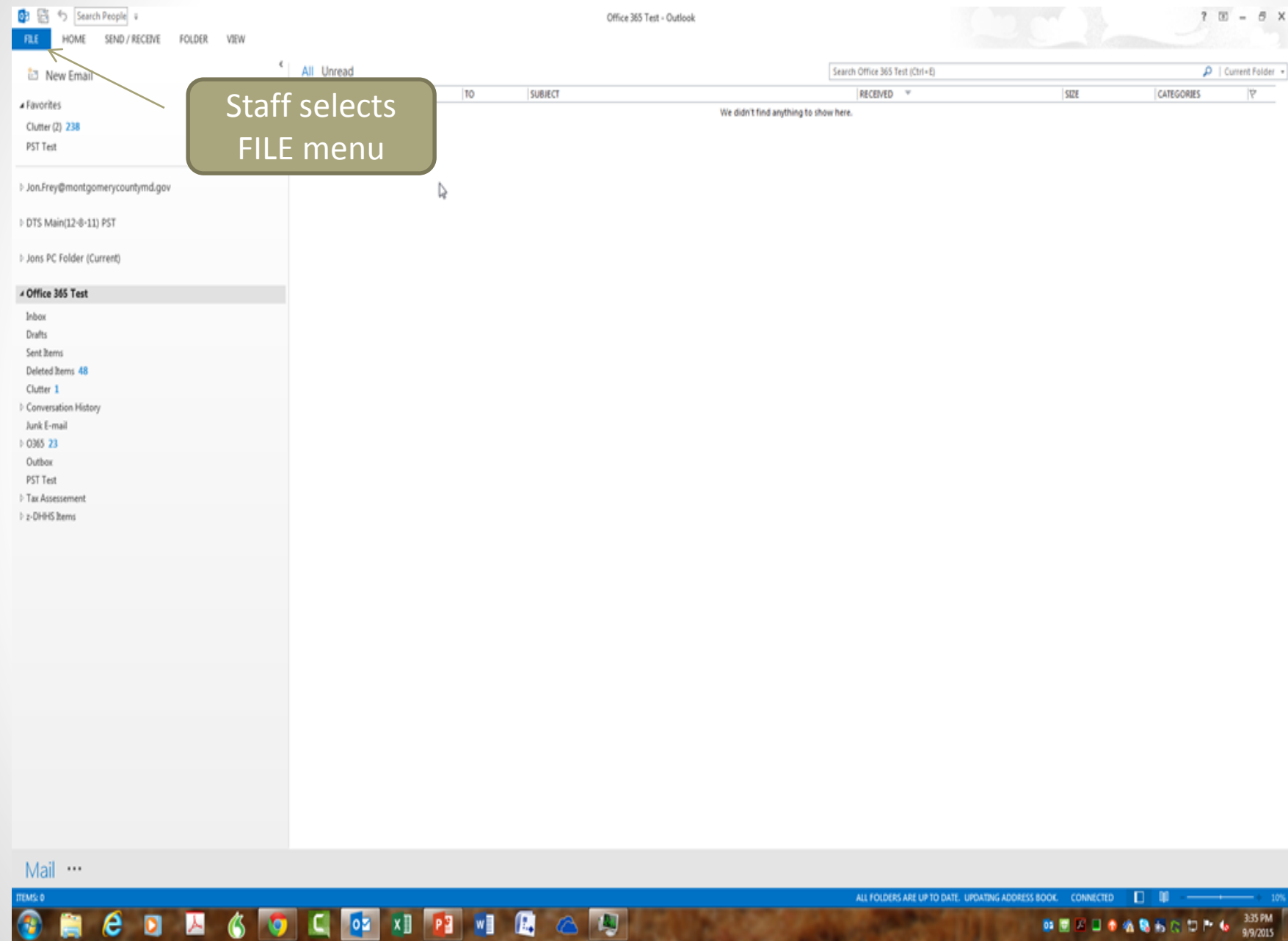
There is a best practice for moving PST files

PST files can take a long time to move

While moving PSTs desktop email will not be available

Use Outlook Web Access (OWA) during PST moves

# Moving PSTs



# Moving PSTs

## Select Open & Export

Office 365 Test - Outlook

### Account Information

Jon.Frey@montgomerycountymd.gov  
Microsoft Exchange

[Add Account](#)

#### Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.  
<https://outlook.office365.com/...meryCountyMD.gov/>

[Change](#)

#### Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

#### Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.

44.3 GB free of 49.5 GB

#### Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

#### Slow and Disabled Add-ins

Manage add-ins that are affecting your Outlook experience.

#### Manage Apps

Manage and acquire apps for Outlook.

**Staff chooses Open & Export**

When the FILE tab opens the **Info** window is the default

←

Info

**Open & Export**

Save As

Save Attachments

Print

Office Account

Options

Exit

Office 365 Test - Outlook


?


-


□


X

Open


 Open Calendar  
Open a calendar file in Outlook (.ics, .vcs).

 Open Outlook Data File  
Open an Outlook data file (.pst).

 Import/Export  
Import or export files and settings.

 Other User's Folder  
Open a folder shared by another user.

Once **Open & Export** menu is open, staff chooses **Import/Export**

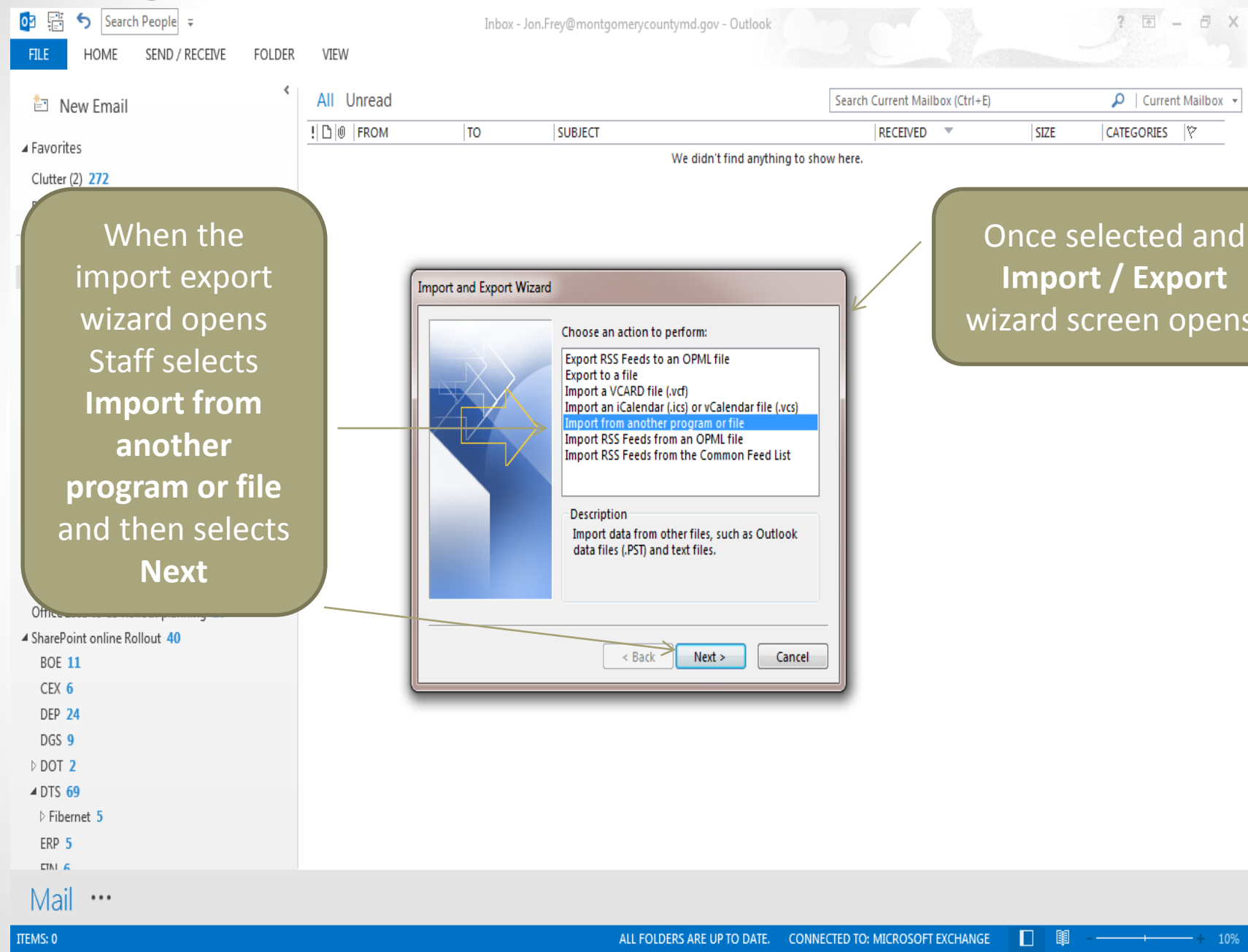


# Moving PSTs

# Select Import

When the import export wizard opens Staff selects **Import from another program or file** and then selects **Next**

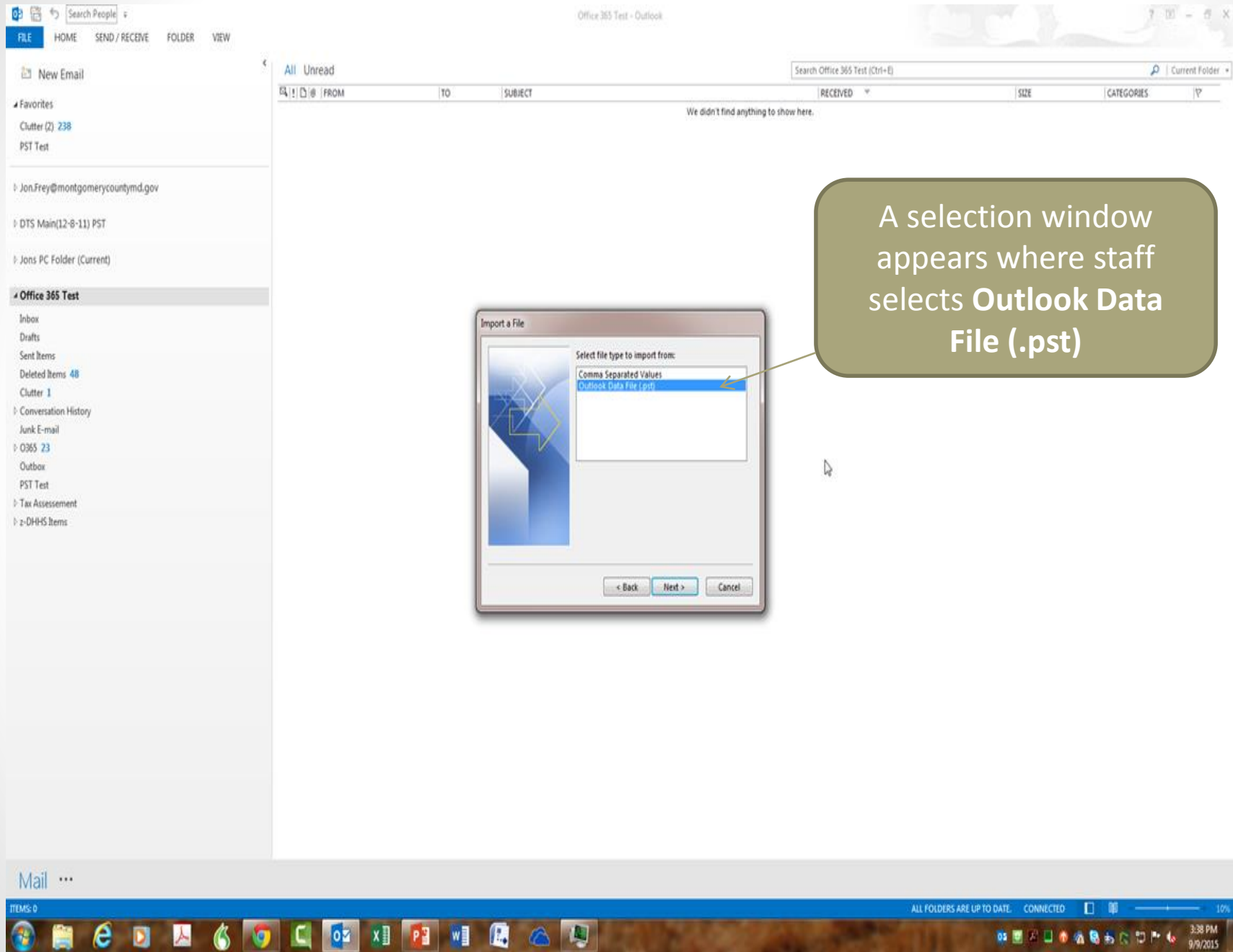
Once selected and **Import / Export** wizard screen opens.



The screenshot shows the Outlook interface with the 'Import and Export Wizard' dialog box open. The wizard is titled 'Import and Export Wizard' and has a 'Choose an action to perform:' section. The options listed are: 'Export RSS Feeds to an OPML file', 'Export to a file', 'Import a VCalendar file (.vcf)', 'Import an iCalendar (.ics) or vCalendar file (.vcs)', 'Import from another program or file' (which is highlighted in blue), 'Import RSS Feeds from an OPML file', and 'Import RSS Feeds from the Common Feed List'. Below this is a 'Description' section that says 'Import data from other files, such as Outlook data files (.PST) and text files.' At the bottom of the wizard are three buttons: '< Back', 'Next >' (which is highlighted in blue), and 'Cancel'. In the background, the Outlook interface is visible, showing the 'Inbox - Jon.Frey@montgomerycountymd.gov - Outlook' window. The 'All Unread' tab is selected, and the search bar shows 'Search Current Mailbox (Ctrl+E)'. The left sidebar shows the 'New Email' button and a list of folders including 'Clutter (2) 272', 'SharePoint online Rollout 40', 'BOE 11', 'CEX 6', 'DEP 24', 'DGS 9', 'DOT 2', 'DTS 69', 'Fibernet 5', 'ERP 5', and 'ETM 6'. The bottom status bar shows 'ITEMS: 0', 'ALL FOLDERS ARE UP TO DATE.', 'CONNECTED TO: MICROSOFT EXCHANGE', and a progress bar at 10%.

# Moving PSTs

Select file type .pst



FILE

HOME

SEND / RECEIVE

FOLDER

VIEW

New Email

Favorites

Clutter (2) 272

PST Test

Drafts

Inbox

Sent Items - General

Deleted Items 217

00 Web - Operations (2015) 368

00 Admin Items - General - 2015 492

00 AA - JSF Items 493

0 General Support 8

Office 2003 to G3 Rollout planning 20

SharePoint online Rollout 40

Training 29

00 FOLLOW-UP 7

00 HOT Items 6

0365 General Operations (2015) 4

0 0365 Operations 252

00 0365 Phase 1 Items 5

00 0365 Phase 2 Items 113

00 0365 Phase 3 SharePoint 118

Conversation History

Junk E-mail [225]

0365 General Items

Outbox

RSS Feeds

Today's items

777 Actions

Mail ...

Inbox - Jon.Frey@montgomerycountymd.gov - Outlook

All

Unread

Search Current Mailbox (Ctrl+E)

Current Mailbox

FROM	TO	SUBJECT	RECEIVED	SIZE	CATEGORIES
We didn't find anything to show here.					

Import Outlook Data File

File to import

Frey\A\Desktop\test docs\Test PST-1.pst

Browse...

Options

☒ Replace duplicates with items imported

☐ Allow duplicates to be created

☐ Do not import duplicates

< Back

Next >

Cancel

Use **Browse** button to open a window to locate file

ITEMS: 0

ALL FOLDERS ARE UP TO DATE.

CONNECTED TO: MICROSOFT EXCHANGE

10%



Browse until you find and select PST file and then choose Open

# Moving PSTs

## Begin the PST import process

Search People

Inbox - Jon.Frey@montgomerycountymd.gov - Outlook

?

FILE

HOME

SEND / RECEIVE

FOLDER

VIEW

New Email

▲ Favorites

Clutter (2) 272

PST Test

▶ Drafts

▶ **Inbox**

Sent Items - General

▶ Deleted Items 217

▶ 00 Web - Operations (2015) 368

▶ 00 Admin Items - General - 2015 492

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▶ 00 0365 Phase 3 SharePoint 118

Conversation History

Junk E-mail [225]

0365 General Items

▶ Outbox

RSS Feeds

▶ Todays items

▶ 777 Actions

Mail

...

All Unread

Search Current Mailbox (Ctrl+E)

Current Mailbox

FROM

TO

SUBJECT

RECEIVED

SIZE

CATEGORIES

We didn't find anything to show here.

Import Outlook Data File

File to import

Frey\Desktoptest docs\Test PST-1.pst

Browse...

Options

☒ Replace duplicates with items imported

☐ Allow duplicates to be created

☐ Do not import duplicates

< Back

Next >

Cancel

With the file chosen, staff selects **Next** to start the process

ITEMS: 0

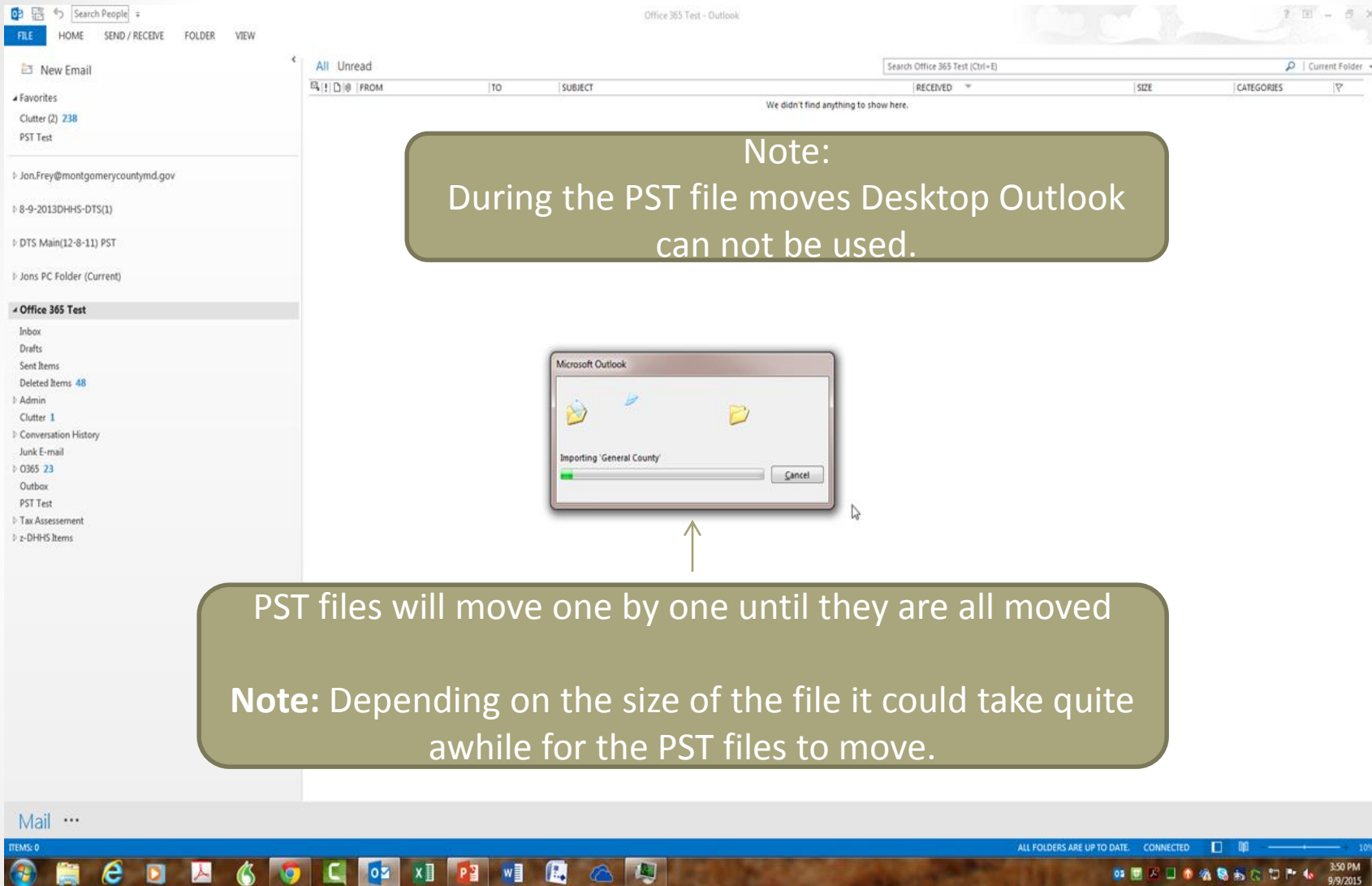
ALL FOLDERS ARE UP TO DATE.

CONNECTED TO: MICROSOFT EXCHANGE

10%

# Moving PSTs

PST are moved



# Moving PSTs

## PST file move completes

FILE

HOME

SEND / RECEIVE

FOLDER

VIEW

New Email

Favorites

Jon.Frey@montgomerycountymd.gov

DTS Main(12-8-11) PST

Jons PC Folder (Current)

Office 365 Test

Inbox

Drafts

Sent Items

Deleted Items 48

Admin

Clutter 1

Conversation History

Junk E-mail

O365 23

Outbox

PST Test

Tax Assessment

z-DHHS Items

Office 365 Test - Outlook

Search Office 365 Test (Ctrl+E)

Current Folder

All Unread

FROM	TO	SUBJECT	RECEIVED	SIZE	CATEGORIES
We didn't find anything to show here.					

After files moved, system returns to starting point

Mail

ITEMS: 0

UPDATING Office 365 Test - HHS - Admin. THIS FOLDER IS UP TO DATE. CONNECTED

4:08 PM 9/9/2015